

July 25, 2013

Hello,

Yesterday, the Bureau of Child Care (BCC) was made aware that the fingerprinting system used by MorphoTrust (L-1) is not currently interfacing with the FBI database as needed. This is causing finger scans completed by Registered Ministry employees and volunteers to be rejected.

MorphoTrust is working hard to correct this issue; however, the system will not be available for Registered Ministries until approximately mid-September.

If your staff and volunteers have already completed their finger scans, please do not attempt to resubmit scans at this time. I will send out another email when the system is functioning properly (sometime after Sept. 9). At that time, any staff or volunteer that has previously submitted fingerprints will need to have their fingerprints rescanned by MorphoTrust. You will **not** need to pay the fees again. Please keep the receipt that was given to your staff/volunteers at the time of their original scan as documentation that you have attempted to complete the national fingerprint check.

If your current staff and volunteers have not yet completed their fingerprints, please continue to wait until this issue is corrected. You will not be able to schedule a scan at this time. The law allows staff and volunteers that began working prior to July 1, 2013 a year, until July 1, 2014, to have these national checks completed so you do not have to worry about being out of compliance with the new law at this time.

If you have new staff or volunteers that began working after July 1 2013, BCC will conduct limited state checks for these individuals. This check, along with your submittal of a complete and legible consent to release form will meet the need for the criminal background check until the system is working properly. When the issue is corrected, new staff and employees will need to submit their fingerprints so that the national check can be completed.

Please remember that all new staff and volunteers must meet all other requirements as applicable prior to beginning work (for example drug screens, TB tests, trainings as applicable).

If you have any questions about this process, please let your registered ministry consultant know.

Please also periodically check [www.childcarefinder.in.gov](http://www.childcarefinder.in.gov) for additional information as it becomes available.

I am sorry for any confusion or inconvenience this has caused. I will keep you posted as I learn more.

Sincerely,  
Melanie Brizzi  
Child Care Administrator  
Indiana Bureau of Child Care